



MINUTES

CITY COUNCIL MEETING - REGULAR SESSION

MONDAY, JULY 10, 2023 at 6:00 PM

Bonifay City Hall Council Meeting Room – 301 J Harvey Etheridge St.

I. CALL TO ORDER

Mayor Emily McCann called the meeting to order at 6:00 pm.

PRESENT

Mayor Emily McCann
Vice-Mayor Sierra Smith - by phone
Council Member Larry Cook
Council Member James Sellers
Council Member Shelley Carroll

Also present:

City Clerk Rickey Callahan, City Attorney Michelle Jordan, City Superintendent Trey Barbee, Police Chief Jimmy Macon, and Fire Chief Travis Cook.

A. Invocation

City Clerk Callahan gave the invocation.

B. Pledge of Allegiance

City Clerk Callahan led the Pledge of Allegiance.

II. APPROVE AGENDA

Council Members voted to approve the agenda.

Motion made by Council Member Cook, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

III. APPROVE MINUTES

A. 06-26-23 Regular Session

Council Members voted to approve the 06-26-23 minutes.

Motion made by Council Member Sellers, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

IV. APPROVE ACCOUNTS PAYABLE / TRANSFERS / FINANCIAL SHEETS TO REVIEW

Council Members voted to approve Accounts Payable, Transfers and Financial Sheets.

Motion made by Council Member Sellers, Seconded by Council Member Cook.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

V. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

Effective October 1, 2013, Florida Statute 286.0114 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the Board.

Johnny Whitaker came before the Council Members to request designating part or all of the old softball field at Memorial Field as an equestrian facility, and hold events like high school rodeos. The City could designate a person to oversee granting permission to use the property and it would generate money from facility rentals.

VI. PLANNING & ENGINEERING

A. City Planner

No updates from the City Planner.

B. Dewberry

No updates from Dewberry Engineers.

C. DHM Melvin Engineering

Veterans Memorial Park FRDAP update

Mayor McCann stated Melvin Engineers would hold some public meetings, have an Advisory Committee, and they hope to have everything ready to apply for the new FRDAP Grant when the portal opens on August 14th.

D. Mott MacDonald

No updates from Mott MacDonald.

VII. OLD BUSINESS

A. City Charter Review - Roles & Responsibilities of Council Members

Mayor McCann went over the Council Members responsibilities under the Charter.

B. Police Department equipment requests

Mayor McCann said she had a really good meeting with Chief Macon last week, and they talked about some of the ideas he has for his department. One would be a sponsorship for students going into the academy. McCann said she had put in two sponsorships in the tentative 2023-2024 budget.

Council Member Carroll questioned that if we sponsored these students, would they be required to serve a certain term with the City under a contract? If they did not fulfill the contract agreement, would the City be able to get the money back? Chief Macon advised he would propose having that requirement.

Mayor McCann said if the Council wanted to move forward, a policy would be developed that has that requirement in it.

Vice-Mayor Smith asked if we would open up a process where everyone could apply.

Chief Macon stated that 98-99% of the students are already assigned to a police or sheriff's department. In the contract it states that they have to work for that agency for 2-3 years and if they break that contract, the agency can get all money spent on the student's training back from them.

Motion made to sponsor students in the academy by Council Member Cook, Seconded by Council Member Carroll.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

City Attorney Jordan will bring back an agreement to the next meeting.

Mayor McCann said another item Chief Macon brought up was extending the distance for take home vehicles. Right now it states 10 miles from City limits, and the request is for 25 miles.

Chief Macon said he has two secure locations, a fire station and the prison on Highway 77, for the vehicles to be left at.

Motion made to extend the distance to 25 miles by Council Member Cook, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

Mayor McCann also advised that they talked about having a hiring committee for potential officers. Chief Macon recommended the Chief, a Council Member, an officer, a business owner, and a citizen.

Motion made to have a hiring committee for potential officers by Council Member Carroll, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

City Attorney Jordan will bring back a draft policy.

Mayor McCann said Council Member Cook brought it up earlier, that the City used to have an Explorer program, and she would like to have one again, but she wanted the children to be safe.

There is documentation that has been filed, and Chief Macon said he has 3 applicants that want to be Explorers. They are doing it through Boy Scouts of America, and they have insurance on the children as well as the people that are over them.

McCann recommended retroactively approving the documentation, with the contingency that no Explorer can start until all of the documentation is brought before the Council for review.

Motion made to retroactively approve the documentation by Council Member Carroll, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Sellers, Council Member Carroll

Voting Nay: Council Member Cook

Council Member Carroll said she and Chief Macon talked about things that they need at the police department, such as tasers, body cameras, and dash cameras. She found "Spirit of the Blue" grant which helps small departments with equipment and it pays 100% of the costs.

Council Member Carroll applied for 12 of each, Axon brand Tasers, Body Cameras, Dash Cameras, holster signals, 50 taser cartridges, and all software to support new equipment. The grant paperwork was submitted on June 27th.

Motion made to retroactively approve "Spirit of the Blue" Grant that was submitted on June 27th. by Council Member Cook, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

Council Member Carroll stated she was asked to reach out about a 50/50 grant to purchase 10 bulletproof vests. She applied for the grant on June 19th, and we should know by September if the City had been awarded the grant. The 50% match would be \$4,000.

Motion made to retroactively approve the grant by Council Member Cook, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

C. Highway 79/Waukesha FDOT Project

Council Members voted to approve a letter of support to FDOT Project.

Motion made by Council Member Sellers, Seconded by Council Member Cook.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

VIII. NEW BUSINESS

A. "Mobile" stage located near Veterans Park

Mayor McCann said the Holmes County Chamber of Commerce is taking ownership of the mobile stage. It is a large platform that is taking up space that can be used for the "Back to School Bash", and the City needs to request it be moved off City property by July 28th.

Motion made to approve request by Vice-Mayor Smith, Seconded by Council Member Carroll.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

B. My Civic app by Tyler Technologies

Mayor McCann told the Council Members that the My Civic app, by Tyler Technologies, is a mobile platform citizens can access the City on their phone; they will see meeting notices, boil water notices, contact the City and report water leaks, trash to be hauled off, etc. The cost is \$4,000 per year.

The City will ask about a six month trial.

Motion made to approve My Civic app by Council Member Cook, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

Mayor McCann informed the Council the City's computer system needs to be upgraded and recommended to approve Tyler Technology software update system to the cloud version for a cost of \$23,000.

Motion made to approve upgrade by Council Member Cook, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

C. Resolution 2023-20

Council Members voted to approve Resolution 2023-20 naming Council Member Shelley Carroll as the Council Representative to review all accounts payable for the City.

Motion made by Council Member Cook, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

Mayor McCann informed the Council Members of a safety concern on Friday, thankfully the Chief of Police and City Clerk were with her at the time and they were able to consult with Attorney Jordan. The safety of employees and Council is a priority and the action that was taken on Friday was to ensure the safety of everyone.

Mayor McCann said we are ready to make a Facebook page for the City, and one for the Police Department. All policies are in place as well as an archival system.

Mayor McCann recommended to pay employees every two weeks, instead of every week, with no hand written checks.

Motion made to pay employees every two weeks by Council Member Cook, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

A. Personnel Updates

B. Department Updates

The Bonifay Police Department had 238 calls for service from June 20th until June 30, 2023

Bonifay Fire Department had 53 events with 290 individual responses.

Mayor McCann recommends switching the Mayor to Parks and Recreation, and Vice-Mayor to Police Department.

Vice- Mayor Smith has an issue with losing Parks and Recreation, and feels she will not be the best liaison for the Police Department. Vice-Mayor Smith recommended Council Member Cook be the liaison for the Police Department, and she will take over his departments of water & sewer.

Council Members voted to move the Mayor to Parks and Recreation, and Council Member Cook as the liaison to the Police Department.

Motion made by Vice-Mayor Smith, Seconded by Council Member Sellers.

Voting Yea: Vice-Mayor Smith, Council Member Cook, Council Member Sellers

Voting Nay: Mayor McCann, Council Member Carroll

C. Capital Improvement Plan

Mayor McCann requested the Council Members to review and make notes for the Capital Improvement Plan.

D. City Cell Phone update

Mayor McCann told the Council they had met with a Verizon representative, and they will be getting 7 city cell phones. 5 for the Council Members, 1 for the City Clerk, and 1 for the wastewater Treatment Plant. They will also be getting phones for City Hall, it will be an automated system, and will cost less than we are currently paying.

E. Right-of-Way cutting

Council Member Carroll said she had talked to City Superintendent Barbee and the Holmes County Sheriff's Office about the right-of-ways not being cut. Due to building the new Sheriff's Office, they do not have enough inmates to keep the right-of-ways cut. The City has a \$65,000 contract with the Sheriff's Office to keep the grass cut. She talked to the Warden at Holmes Correctional Institution about using their inmates when they are able to do so.

Mayor McCann stated when there is a contract involved, we need to get with legal to see what we are able to talk about.

A meeting will be set up with Sheriff John Tate to discuss the concern.

F. Employee Spotlight

Mayor McCann thanked the Fire Department for the fireworks display, and the TDC for making it happen, stating that it was fantastic and safe.

Mayor McCann thanked City Superintendent Barbee and Matt Perry for doing some work with a large crane to set a new float in the mixer that treats the sewage.

John Udochi talked with the Council Members about the Veterans Memorial Park FRDAP Grant. Your application is ranked by points. The more points you get, the better your chances of getting the grant. A Sole Purpose meeting will need to be held to talk about the upgrades to the playground, and an Advisory Board will need to be chosen.

Council Members nominated the following people to the Advisory Board.

Ryan Martin, Bill Parish, Lettie McClain, Charles Flowers, Johnny Whitaker, Jack Locke, and Charlie Peacock.

Motion made by Council Member Cook, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

A Sole Purpose meeting is going to be held July 24th at 5:00 pm.

Fire Chief Travis Cook told the Council Members that the current air filling station was approximately 20 years old and needed to be replaced. In October of 2022, the cost to replace it was \$80,000. Ryan Martin will write a non-matching grant thru Firehouse Subs.

Motion made to approve the grant by Council Member Cook, Seconded by Council Member Carroll.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

City Clerk Callahan informed the Council Members that Carr, Riggs and Ingram will set a date to go over the 2021-22 Audit, and read a finding that has happened the last 3 years with no corrective action taken.

Recommendation: The City personnel should continue to develop their knowledge of generally accepted accounting principles in order to ultimately prepare or provide technical reviews of the schedule of expenditures of federal awards and state financial assistance.

Reply & Action Taken: The City had undergone significant turnover in accounting and management positions during FY2020-21. This continued during the 2021-22 fiscal year and this finding was repeated in that audit report as well. However, the City has had consistency in their accounting and management positions for the past several months, and we anticipate remediating this finding for the FY2022-23 audit report.

X. ADJOURN

Mayor McCann adjourned the meeting at 7:22 pm.

Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 547-4238, at least five days prior to the proceedings.